

**WATER DEPARTMENT  
CONFLICT OF INTEREST CODE**

**APPENDIX A  
DESIGNATED POSITIONS, DUTIES AND CATEGORIES**

<b><u>POSITION</u></b>	<b><u>DUTIES</u></b>	<b><u>CATEGORY</u></b>
<b><u>ADMINISTRATION</u></b>		
Director	Administration of the Water Department	1
Assistant Director	Responsible for directing and coordinating the daily managerial activities of the department; represents the department and City Manager at City Council Committees and in various civic, community, professional, and business forums.	
<b><u>INFORMATION &amp; ORGANIZATIONAL SUPPORT</u></b>		
Deputy Director (Business Operations)	Supervises and administers the Financial Services, and Contract and Grants Section. Analyzes cost and MIS budgetary data. Oversees departmental financial and budget issues. Verifies proper disbursements and expenditures.	1
Program Manager (Human Resources)	Responsible for the overall management of the Water Department's Labor Relations and the Human Resources Program which include the centralized Payroll, Training, and Analytical Sections.	1
Information Systems Administrator	Supervises and administers overall departmental computer and data systems programs. Oversees (Management)Information Systems training and develop data processing budgets.	2
Supervising Management Analyst (Financial Services)	Supervises, analyzes and administers revenue and expenditure plan data, cost, and budgetary data. Assists in overseeing departmental financial and budget issues.	2
Supervising Management Analyst (Grants and Agreements)	Supervises, analyzes and helps administer grants, agreements, and legislative review. Assists in overseeing departmental financial, budget and contract issues.	2

**ADMINISTRATION(Cont.)**

<b><u>POSITION</u></b>	<b><u>DUTIES</u></b>	<b><u>CATEGORY</u></b>
Training Manager	Supervises and administers overall department general job training program.	2
Training Supervisor	Assists the Training Manager in administering overall department job training program. Responsible for making recommendation to the Training Manager regarding selection of outside vendors and services for the Water Department.	2
Principal Contract Specialist (Contracts Section Manager)	Plans and directs the work of contract specialist; participates in the more highly complex contract administration. Negotiates, awards administers, and terminates various types of contracts including public works consulting, design, construction, and pre-purchases materials and equipment contracts; develops and maintains commercial terms and conditions of contracts; develops negotiation plans and strategies; and prepares reports.	2
Information Systems Analyst IV	Supervises and administer the Infrastructure/Operations Section. Oversees the Department help desk, network and server environments. Manages hardware/software procurement, maintenance and inventory.	2
Information Systems Analyst IV (Systems Integration Supervisor)	Supervises and administers the Information Systems Systems Management Section. Oversees the development, maintenance, management and analysis of Information Systems Projects.	2
Consultant	As specified in contract.	3

## **CUSTOMER SUPPORT DIVISION**

<b><u>POSITION</u></b>	<b><u>DUTIES</u></b>	<b><u>CATEGORY</u></b>
Deputy Director	Administers work programs and budget of the Customer Support Division.	1
Assistant Deputy Director	Assists work programs and budget of the Customer Support Division	1
Water Resources Manager	Responsible for the development and implementation of water conservation programs and evaluation of new programs and technologies that help and support conserving water.	1
Supervising Management Analyst (Water Conservation)	Supervises and administer overall water conservation efforts for the City. Performs field investigations and water conservation audits.	2
Recycled Program Manager (Recycled Water)	Supervises and administers overall recycled water efforts for City. Provides non-personnel funding for design, design review of recycled water distribution systems.	2
Claim and Insurance Manager (Customer Information and Billing Manager)	Supervises Customer Service Section, Office Operations, including billing charges and adjustments, payment processing, delinquent account collection and resolution. Interprets and enforces Municipal Code, and City and Departmental policies.	2
Claim and Insurance Manager (Compliance and Meter Reading Manager)	Supervises Customer Service Section, Field Operations, including Consumer Services, Code Compliance, Sewer Classification and Inspection, Meter Reading, Route Management, and Water Restoration. Interpret and enforce Municipal Code and City Department policies.	2
Water System District Manager (Meter Services Manager)	Assumes responsibility for and coordinate meter water installation protection and Cross-connection Inspection Program.	2
Principal Engineering Aide (Cross-Connection Prevention Program)	Responsible for enforcement of cross-connection prevention requirements at all private and public water consuming properties; enforces State and County codes and regulations; Certifies private backflow maintenance	2

**CUSTOMER SUPPORT (Cont.)**

personnel for work within the City's jurisdiction; is the City's designated representative at County/State level on all regulatory matters.

Consultant

As specified in contract.

3

## **WATER OPERATIONS DIVISION**

<b><u>POSITION</u></b>	<b><u>DUTIES</u></b>	<b><u>CATEGORY</u></b>
Deputy Director	Makes or approves all decisions to request equipment, Supplies, materials and services. Develops and proposes the Water Operations Division's budget. Makes recommendations for plant expansions, modifications and improvements. Reviews all plans and specifications for Capital Improvement Projects.	1
Assistant Deputy Director	Assists the Deputy Director in the administration of work programs and budget of the Water Operations Division.	1
Program Manager (Construction)	Responsible for reviewing, modifying, and developing Departmental policy regarding the methods and procedures used to achieve the objectives of the Department's construction operations. Develops and implements internal mechanisms to capture and analyze the fully allocated cost regarding the provisions of service within the new geographic structure.	1
Program Manager (Engineering)	Responsible for all non-CIP engineering within the Water Department, administer Maps & Records, Underground Location Services and Geographic Information Systems (GIS), Treatment Plant Engineering, Groundwater Production, Water Resources and Hydrography, and all engineering related to Reservoirs and Dam Safety and Distribution System Operations.	1
Program Manager (Water Operations)	Responsible for coordinating with private contractors, local water agencies, and state and federal regulators regarding the upgrade and expansion of water facilities, critical system maintenance or service disruption activities or long term system demand concerns. Reviews agreements with other agencies regarding the purchase and provision of water.	1
Water Production Superintendent (Water Filtration Plant)	Responsible for supervising maintenance and operation of water plants. Requests and recommends purchase of equipment, machine parts, and chemical supplies for treatment processes. Recommends repair and maintenance services. Makes recommendations regarding	2

**WATER OPERATIONS DIVISION (Cont.)**

<b><u>POSITION</u></b>	<b><u>DUTIES</u></b>	<b><u>CATEGORY</u></b>
	Capital Improvements including expansion, modification, and replacement. Can approve /disapprove items of equipment in new construction projects.	
Supervising Management Analyst	Assists in the administration of all work programs and personnel issues in the Water Operations Division.	2
Water Production Superintendent (Water Lab)	Responsible for supervising maintenance and operation (Including chemical, mechanical, and biological water treatment) of the Water Quality Laboratory. Requests and recommends purchase of equipment and chemical supplies for treatment processes and quality testing. Recommends repair and maintenance services and Capital Improvements including major expansion, modification, and replacement. Can approve/disapprove items of equipment in new construction projects. Participates in the acceptance of completed construction work. Sets specifications of construction contracts, administer design contracts, and recommend award of contracts.	2
Safety Manager	Supervises and administers overall department safety functions/activities.	2
Stormwater/Watershed Program Manager	Responsible for Compliance of Stormwater Program and overall administration of department watershed.	2
Consultant	As specified in contract.	3

**WATER POLICY & STRATEGIC PLANNING**  
**DIVISION**

<b><u>POSITION</u></b>	<b><u>DUTIES</u></b>	<b><u>CATEGORY</u></b>
Deputy Director	Responsible for developing the departmental Strategic Business Plan, implementing the Asset Management System, formulating and making water policy recommendations, providing public outreach for capital projects, providing guidance and environmental review of projects, and evaluating the new water supply resources.	1
Supervising Management Analyst	Responsible for supporting the Strategic Business Plan implementation activities; benchmarking and other continuous improvement efforts.	2
Principal Water Resources Specialist	Supervises the management of City water reliability planning projects that may include consulting contracts for field exploration, construction of pilot water supply facilities, preparation of reports providing justification and recommendations management on new water supply projects. Other studies that may include consultant contracts are pricing studies, legal council, and other general water related matters.	2
Senior Water Resources Specialist	Undertakes policy analysis and makes recommendations to the Division Deputy Director and/or Department Director regarding most appropriate position for the City on water policy issues; monitors, reviews, and evaluates programs and specific proposals developed by various agencies and others which could impact the reliability, price or quality of water supplies available in the City.	2
Senior Environmental Planner	Responsible for environmental, storm water and permit compliance activities for CIP projects; Supervises staff and as-needed environmental consultants in the preparation, review and processing of environmental documents and permit applications, and in the implementation of mitigation monitoring and reporting programs and long-term habitat restoration plans;	2

**WATER POLICY & STRATEGIC PLANNING(Cont.)**

Reviews and coordinates the environmental documents and policies of city departments, other agencies and private developers affecting Department resources and programs.

Consultant

As specified in contract.

3



## **ENGINEERING AND CIP MANAGEMENT DIVISION**

<b><u>POSITION</u></b>	<b><u>DUTIES</u></b>	<b><u>CATEGORY</u></b>
Deputy Director	Manages and administers a Program Management division for the execution of complex design and construction projects in the Water Department's Capital Improvements Program. Oversees the engineering, construction and technical aspects of these projects. Coordinates operational needs and other regulatory requirements with other City divisions, agencies and authorities as necessary.	1
Senior Civil Engineer (Water Treatment Plants Section Manager)	Provides non-personnel funding for the design, design reviews, construction, upgrade, and expansion of the Alvarado, Otay, and Miramar water treatment plants.	2
Senior Civil Engineers (North and South Section Managers)	Provides non-personnel funding for the design, design reviews, construction management of water systems infrastructure capital projects in the Northern and Southern geographical region of San Diego. These Sections are responsible for pipelines, reservoirs, and pump station projects.	2
Senior Civil Engineer (CIP Operations Liaison)	Ensures that the operational perspective is incorporated into the planning and design phases of a CIP project by resolving project and system issues related to the program. It provides a conduit between the Operations Division and Capital Improvements Program. Serves as the initial "think-tank" for operational alternatives that may assist the project manager with cost savings opportunities in construction of particular projects.	2
Senior Civil Engineer (Project Planning and Development)	Manages and executes all planning phases responsibilities. This effort ranges from long range system master planning to project definition and development to an approximate ten percent design level of effort.	2
Project Officer II (Landscape and Public Art Development)	Provides assistance to the Deputy Directors, Project Manager, Program Consultants and Engineers, by coordinating the planning, design and construction Implementation of all elements of facilities, pipelines and Support structure projects. Reviews and evaluates the Landscape, site design; general development plans for feasibility, design appropriateness and consistency with	2

**ENGINEERING & CIP MANAGEMENT (Cont.)**

<b><u>POSITION</u></b>	<b><u>DUTIES</u></b>	<b><u>CATEGORY</u></b>
	City policy; Manages all Cal Boating Grant Projects associated with the Design and Construction of Reservoir Recreation Facilities.	
Senior Electrical Engineer (Corrosion)	Supervise and manage the Corrosion and associated corrosion related projects. Oversee as-needed contracts and other consultant services.	2
Associate Civil Engineer (CIP Operations Liaison)	Responsible for all Water Department operational plan checks. Works with Risk Management, Development Services Departments and developers in the construction of new water infrastructure throughout the city.	2
Consultant	As specified in contract.	3

**WATER DEPARTMENT  
CONFLICT OF INTEREST CODE**

**APPENDIX B  
DISCLOSURE CATEGORIES**

<b><u>Category</u></b>	<b><u>Schedule</u></b>	<b><u>Description</u></b>
1	All	<p>All Investments and business positions in any business entity located in or doing business with the City.</p> <p>Income and gifts from sources located in or doing business with the City.</p> <p>Interests in real property located in the City, including property located within a two-mile radius of any property owned or used by the City.</p>
2	As required	<p>Investments and business positions in any firm or business entity that supplies goods or services to the City, that is a tenant of the City, that is an adverse party to the City in a legal proceeding, that is granted authority by the City to use City facilities, or whose rates or charges for services are subject to approval by the City, or which is regulated by the California Public Utilities Commission or any of the federal regulatory agencies.</p> <p>Interests in real property owned or used by any person or business entity that supplies goods or services to the City, that is a tenant of the City, that is an adverse party to the City in a legal proceeding, or is granted authority by the City to use City facilities, or whose rates or charges for services are subject to approval by the City, or which is regulated by the California Public Utilities Commission or any of the federal regulatory agencies.</p> <p>Income and gifts from any person or business entity that supplies goods or services to the City, that is a tenant of the City, that is adverse party to the City in a legal proceeding, or is granted authority by the City to use City facilities, or whose rates or charges for services are subject to approval by the City, or which is regulated by the California Public Utilities Commission or any of the federal regulatory agencies.</p>
3	As required	<p>Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:</p> <p>The Department Manager, Deputy Directors, or Assistant Deputy Directors may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's duties and, based on that description, a statement of the extent of disclosure requirements. The Department Manager's, Deputy Director's, or Assistant Deputy Director's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.</p>